

MUNICIPAL ELECTION GUIDE

FOR

CANDIDATES FOR ELECTION TO THE
OFFICE OF BOARD OF TRUSTEES
AND POLITICAL COMMITTEES

Regular Municipal Election
November 3, 2020

TOWN OF SUPERIOR
OFFICE OF THE TOWN CLERK

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Part A.

General Information

1. **Date of Election:** Tuesday, November 3, 2020
Mail Ballot Election
First Day Mail Ballots will be sent out: Monday, October 12, 2020

2. **Issues on the Ballot:**

At the election three (3) Trustees will be elected. The term of office for each Trustee shall be four (4) years.

3. **Other Information:**

There will be a coordinated election with Boulder County pursuant to the Colorado Revised Statutes (C. R.S.).

A. Town elections are nonpartisan.

B. All members of the Board of Trustees are elected at-large.

C. Board of Trustees members shall receive \$500 per month.

4. **Election Signs**

Election Season means the time period that begins fifteen (15) days prior to the mailing of ballots for an election or thirty (30) days prior to an election, whichever is earlier, and ends two (2) days after an election, and, for purposes of this definition, election includes any regular or special Town election, county election or state or federal primary or general election ore the election through two (2) days after the election. Attached is Section 16-1-70 Definitions. Also attached is Section 16-19-170 – Temporary signs in public right-of-way.

Signs will be monitored and if not in conformance, will be removed by Town Staff. For additional information on signs please refer to the Superior Municipal Code or call the Town Clerk.

PLEASE NOTE: Election signs are not allowed at the Ridge as that is private property.

Part B. **Qualifications for Office**

All candidates for election to the office of Trustee must be a citizen of the United States of America, be eighteen (18) years of age or older on the date of the election, be registered to vote and have resided within the Town limits of Superior for at least twelve months immediately prior to the date of the election.

Part C. **Nomination Petitions**

Nomination petition forms are included in this Guide as an Insert. Once a candidate's "Acceptance of Nomination" and "Nomination Petition" have been filled in on the forms, the petition may be circulated for the signatures of qualified and registered electors beginning on the 91st day before the election (Tuesday, August 4, 2020). These qualified and registered electors shall read the petition, print the requested information (name, residence address, and date of signing) and affix their signatures in the designated spaces. All names and address must match the Boulder County Registration List, for example, if someone's name is Sarah Elizabeth Brown and they sign the petition as Beth Brown that name would be disqualified because there is no way of knowing that person's legal name.

The Nomination petition must contain the signatures of at least 10 (ten) qualified and registered electors for candidates for office in a statutory town. They must submit the petitions to the Town Clerk no later than 5:00 p.m. on the 71st day prior to the election (Monday, August 24, 2020). The Office of the Town Clerk is located in Town Hall at 124 E. Coal Creek Drive, Superior, Colorado.

No one may sign more petitions than the number of positions that will be on the ballot.

There are three (3) Trustee positions open, each elector may sign not more than three (3) petitions for Trustee.

The person who **circulates** the petition must sign the "**Affidavit of Circulator**", which is attached to the petition, before or at the time the petition is file. Only one (1) person may circulate each petition. The Municipal Election Code does not contain any limitations on circulators, and therefore does not prohibit candidates from circulating their own petitions.

The **candidate** must sign the "**Candidate's Affidavit of Acceptance**" prior to, or at the time of filing.

Both the "Affidavit of Circulator" and the "Acceptance of Nomination" must be **notarized**. The Town Clerk is a public notary, and can witness the signatures of both the circulator and candidate if they appear in the Town Clerk's office when the petition is filed.

Write-in Candidate. Write-in votes are only counted if the candidate has filed an Affidavit of Intent with the Town Clerk.

Withdrawal from Nomination. A person whose nomination petition has been property completed and certified may withdraw from nomination by filing a written affidavit with the Town Clerk any time prior to twenty-three (23) days before the election.

Part D.

Additional Information

Further information may be obtained during regular business hours in the Office of the Town Clerk, located in Town Hall, 124 E. Coal Creek Drive, or by the following:

<u>Phone</u>	<u>Fax</u>	<u>E-Mail</u>
303-499-3675 ext. 112	303-499-3677	phyllish@superiorcolorado.gov

Any written correspondence may be mailed to the Town Clerk at the following address:

Phyllis L. Hardin
Town Clerk
124 E. Coal Creek Drive
Superior, CO 80027

Part E - Fair Campaign Practices Act (FCPA)

The Fair Campaign Practices Act governs the Town of Superior's election.

Specific questions about the Fair Campaign Practices Act should be address to the Secretary of State's Office, 303-894-2680.

All forms must be complete and accurate, as well as filed in a timely fashion.

ALL ORIGINAL FCPA FORMS MUST BE FILED WITH THE TOWN OF SUPERIOR TOWN CLERK. UNLESS SPECIFIC FORM REQUIRES IMMEDIATE FILING, REPORTS MUST BE FILED ON THE FOLLOWING THREE DATES (C.R.S. Section §1-45-108 (2) (a) II):

- **OCTOBER 13, 2020 (21 days before the election)**
- **OCTOBER 31, 2020 , 2018 (the Friday before the election)**
- **AND**
- **DECEMBER 3, 2020 (30 days after the election).**

All candidates shall file a report whether or not he/she received contributions or had expenditures. A form of some type shall be submitted to the Town Clerk by the above dates. They can be turned in prior to that date but no later than those dates.

Part F - Fair Campaign Practices Forms (FCPA)

**ALL FCPA FORMS FOR MUNICIPAL
ELECTIONS MUST BE FILED WITH
THE TOWN CLERK AND NOT THE
SECRETARY OF STATE**

Remember, **you alone** are responsible for filing complete and accurate FCPA forms by the deadlines

Use only the forms that apply to you.

Part G. Election sign information from the Superior Municipal Code